

**Cedar Area Fire & Rescue Board  
Regular Meeting  
Thursday, June 2, 2022 at 2:00 pm  
Cedar Fire Department**

Call to Order

Chairman Greg Julian called the meeting to order at 2:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, John DePuy, Ron Schaub, Rick Royston and Chris Comeaux. Andy Doornbos and Dana Boomer were present as staff.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

Citizens Comments – None

Consideration of Agenda – The board briefly discussed the agenda. **Motion by DePuy to approve the agenda as presented, second by Schaub. All in favor, motion carried.**

Minutes: Approval of May 5, 2022 General Meeting Minutes – The board briefly discussed. **Motion by Royston to approve the May 5, 2022 General Meeting Minutes as presented, second by Schaub. All in favor, motion carried.**

Correspondence Received – None

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for May. The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

**Royston moved to accept the May vendors payable as presented, DePuy seconded. All in favor, motion carried.**

**Schaub moved to accept the May payrolls as presented, Royston seconded. All in favor, motion carried.**

**Schaub moved to accept the May financial statements as presented, Royston seconded. All in favor, motion carried.**

Unfinished Business:

- a. Strategic Planning – The strategic plan was forwarded to the four townships for discussion. The board briefly discussed – there were no major comments from the townships. The board had consensus for Julian to send a letter to the township boards requesting that they approve the strategic plan at their June meeting and forward that approval to the Fire Board prior to the Fire Board July meeting.
- b. Interlocal Agreement Updates – The four townships were requested to discuss whether to continue to pursue the memorandum of understanding regarding building infrastructure, or to continue working under the existing interlocal agreement. Kasson does not want to pursue the memorandum unless the language is changed. Centerville is OK either way. Cleveland and Solon want to continue with the current agreement, and Cleveland is concerned about putting additional township funds into the existing station. Solon requested that Chief Doornbos put together a priority list for capital work to the station in Cedar; after that they will work with Centerville to put together a facilities capital plan for the Cedar station.

Julian provided an update on the search for a potential location for a station on the west side of the service area. He attended the County Parks & Recreation Committee yesterday, where there was discussion on using a part of Myles Kimmerly Park for a new fire station. Full deed and legal information on possible restrictions has not yet been received, so no decision has been made and no action was taken at the meeting.

Royston believes that the focus should be on mutual aid and automatic aid to cover needed areas and a new station is not needed at this time. He is not ready to see the budget double and thinks the department is too young to be looking at a second station.

- c. Hiring Policy – A draft hiring policy was presented to the board (see attached), after discussion at the last meeting. The board briefly discussed. **Royston moved, Comeaux seconded to approve the amended hiring policy. All in favor, motion carried.**
- d. Memorandum of Understanding – A draft memorandum of understanding was presented (see attached) to the board regarding the allowance of additional rollover personal and vacation for the use during paramedic externships, as discussed at the May meeting. The union has not yet discussed this document, but the union president has seen it and did not see any issues. **DePuy moved to approve the Memorandum of Understanding for June 2022. Royston seconded. All in favor, motion carried.**

#### New Business:

- a. Part-Time Proposal – There are going to be a substantial number of open shifts during July-September/October due to vacations and the paramedic externships. The board and chief discussed this extensively. Staff proposed using part-time staff to cover these vacancies, including potentially guaranteeing a part-time member a certain number of hours per pay period. The board would like to see numbers on what it would cost to bring

in another full-time employee to cover these shifts. Staff will work on these numbers and bring them back to the board next month, while still looking to find part-time staff to fill open shifts during July.

- b. Any New Business – None

Reports:

- a. Fire Chief – The Chief's Report was provided in the meeting packet. Doornbos summarized the main points of his report. The chief and board discussed the report. Chief Doornbos and Lt. Johnson described the MABAS response to Gaylord for the tornado response.
- b. Department Staff – None
- c. Chairman – Julian has heard that Cedar is becoming a desirable department to work for; he wants to continue this, as there are a lot of opportunities at departments with open positions, and he wants Cedar to be a department that draws good staff.

Citizens Comments – None

Board Member & Chair Comments – DePuy thanked Jeff Friend for joining the department, and hopes additional employees can be hired.

Julian is confident that the department can work out the issues regarding the buildings, and negotiate and approve a new Interlocal Agreement in the next few years.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, July 7, 2022 at 2 pm.

**With no further business, Schaub moved to adjourn the meeting at 3:07 pm, Comeaux seconded. All in favor, motion carried.**

Respectfully submitted,

Dana Boomer  
Recording Secretary

## CEDAR AREA FIRE & RESCUE

### HIRING POLICY - 2022

1. When a full time employee opening exists, an open recruitment announcement is posted both internally and externally. The external posting may be in a newspaper or online.
2. All prospective applicants will submit an employment application including all required documents specified on the job announcement before the filing deadline.
3. A Hiring Committee consisting of no less than 3 persons will be established for each full time hiring. This committee will consist of the Chief, a representative of the Fire Board and a representative of the fire department.
4. All applications received by the filing deadline will be reviewed by Hiring Committee to determine if the applicant meets the minimum employment standards. All qualified candidates will be required to demonstrate minimum physical aptitude for the position for which they are applying.
5. Qualified candidates will be invited to participate in an oral interview; after which an eligibility list will be established. This list will be forwarded to the Fire Board, along with a written recommendation from the Hiring Committee to the Fire Board.
6. Upon receipt of the Hiring Committee recommendation, the Fire Board will approve the hiring of personnel, based on the needs of the fire department. Approval will consist of a formal motion, passed by a simple majority of the Fire Board members present at the meeting.
7. Following the approval of the Fire Board, the Fire Chief will contact the successful candidate(s) and present the candidate(s) with a written job offer, which will be contingent upon a successful background check, and successful completion of a pre-employment medical physical examination. This job offer will include then position being filled, the proposed starting date, payroll hourly rate, listing of fringe benefits, and any other information deemed appropriate for the candidate(s). If the candidate(s) accept the offer, it will be signed by the candidate(s) and returned to the fire chief for inclusion in the employee's file.
8. Following a successful background check and pre-employment medical physical examination, the candidate(s) will be notified and a final job offer will be confirmed between the Fire Chief and the candidate(s).
9. Newly hired employees will be on probation for a minimum period of 1 year, and will receive regular performance evaluations as provided to other personnel on the department.
10. The Fire Chief shall have the ability to receive applications and conduct interviews with candidates for part-time positions without consulting with the Fire Board or any of its members. After conducting interviews for part-time positions, the Fire Chief shall make a recommendation to the Fire Board regarding hiring new part-time employees. The Fire Board shall retain final approval of all hiring of employees, as specified in the Interlocal Agreement

6/1/17

Last Updated: 6/2/2022

## Memorandum of Understanding

This memorandum of understanding is between the Cedar Area Fire & Rescue Board and Cedar Professional Firefighters Union Local 4953.

**WHEREAS**, the sole purpose of this Memorandum of Understanding is for both parties to agree to changes in the Collective Bargaining Agreement, effective **June 2, 2022**.

**WHEREAS**, both parties agree that Article 24, subsection 24.4, which currently reads:  
Section 24.4: Employees may carry over a maximum of 72 hours of personal/sick leave.

Will now read:

Section 24.4: Employees may carry over a maximum of 72 hours of personal/sick leave. Members enrolled in the paramedic program may roll over more than the maximum 72 hours. However, any personal/sick time that is rolled over above the 72 hour maximum may only be used during the paramedic externship period. Once the paramedic externship has concluded any time left over above 72 hours will be paid out as outlined in Section 24.8 of the Collective Bargaining Agreement.

**WHEREAS**, no other changes are agreed to be made to the Collective Bargaining Agreement.

**WHEREAS**, this agreement is effective as of **June 2, 2022**.

NAME (PRINT) \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_